



SIP Bites – Florida School Recognition Program (A+ Funds)

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Due by February 1, 2025

Standard Operating Procedures

- The Florida Department of Education has provided a list of qualifying schools for the Florida School Recognition Program to the district.
- To meet the state law deadline and be afforded an opportunity to implement options for the allocations of the funds, the process provided is to be successfully completed by February 1 for all schools that qualify for the Florida School Recognition Program.

Use of the Recognition Awards

- Schools must use their awards for one or any combination of the following:
 - Nonrecurring bonuses to faculty and staff;
 - Nonrecurring expenditures for educational equipment or materials to assist in maintaining and improving student performance; or
 - Temporary personnel for the school to assist in maintaining and improving student performance.

Note: Incentive awards are not subject to collective bargaining.

Florida Statute 1008.36 states that, "If school staff and the School Advisory Council cannot reach agreement by February 1, the awards must be equally distributed to all classroom teachers currently teaching in the school." For clarification purposes, a classroom teacher is one who is assigned to a classroom with students on a daily basis.

Need School Improvement Help???

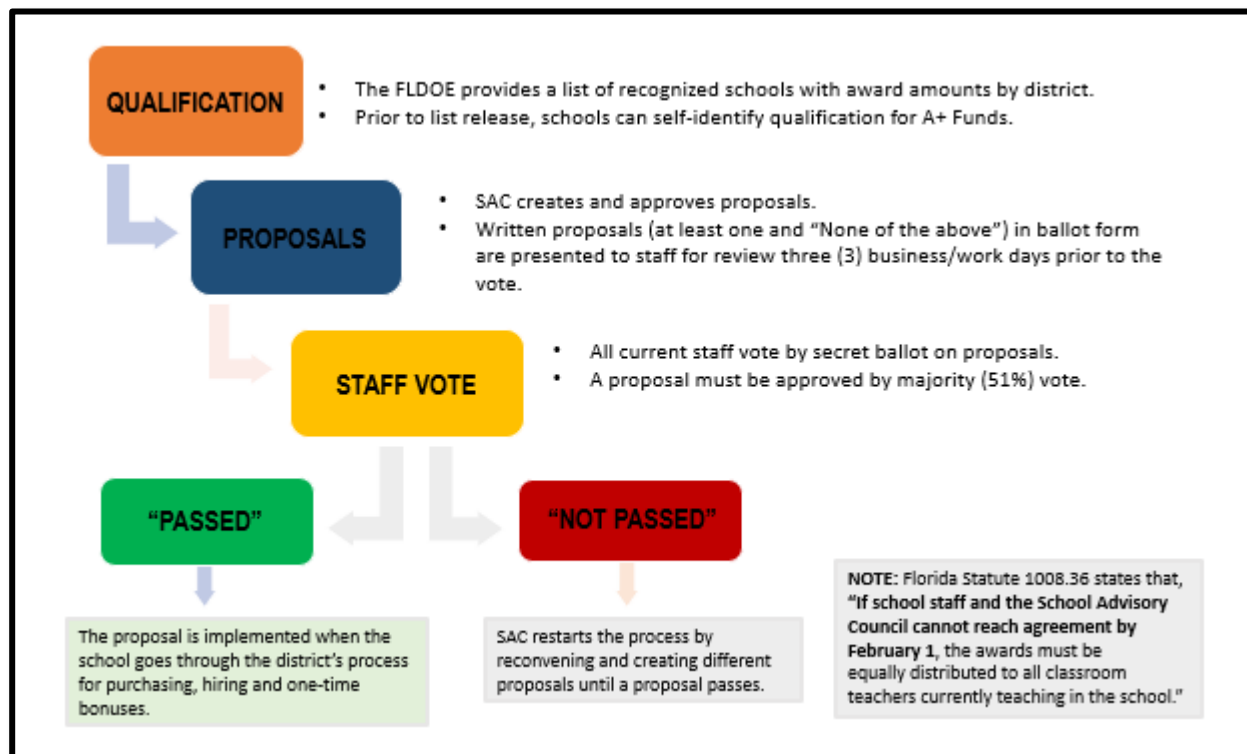
Contact the School Improvement Team
at 754-321-3800

Florida School Recognition Program (A+ Funds) Quick Reference

1. **The School Advisory Council (SAC) creates written proposals in the form of a ballot for the expenditure of the funds:**
 - The ballot lists the options for dispensing the A+ Funds.
 - Use percentages (*preferred*) or exact amounts when creating your award distribution proposals through SAC. (For example, 80% of the award to be distributed equally among all staff members employed at the school during the prior school year and 20% goes back to the school for student incentives.)
2. **One of the proposals on the ballot must be “none of the above.”**
 - It is recommended that the ballot consist of 1 or 2 proposals and “none of the above.” This may allow for a greater chance of one of the proposals receiving a majority vote (51% of the total staff and not just those that voted) on the first round of voting.
 - The ballot must be presented to the faculty and staff a minimum of three (3) business/work days before the vote.
3. **Faculty and staff must vote by secret ballot on the proposals.**
4. **The proposal with the majority of votes (51%) will be implemented.**
5. **If no proposal or “none of the above” receives the majority of votes, then the SAC reconvenes and creates different proposals to be presented and voted on at another meeting. (Start with number one above and repeat the process.)**
6. **Use the School Recognition Program Checklist to review all required A+ documentation.**
7. **All schools must upload the following A+ documentation (as PDFs) in the SAC Upload Center for each SAC meeting and staff vote:**
 - **SAC Documentation:** Agendas, minutes and attendance sheets for each A+ Funds meeting held by February 1, 2025.
 - **Staff Vote Documentation:** Written communication (flyer, email, etc.) announcing the vote, copy of the ballot, staff sign-in sheets and the “School Recognition Funds Ballot Count Summary Sheet.”
8. **Upon approval of completion per the district by the February 1 deadline, schools must go through the district’s process and procedures for purchasing, hiring and bonus payments.**

Florida School Recognition Program (A+ Funds)

~ Process Flowchart ~



~ Required Documentation ~

All Florida School Recognition Program required documents must be placed in the SAC Upload Center (in pdf format).

SAC Meeting (for each meeting held):	Staff and Faculty Vote (for each vote held):
<ul style="list-style-type: none"> Agenda(s) Minutes Attendance Sheets Copy of the Ballot - Approved by SAC SAC Meeting Advertisement w/Agenda 	<ul style="list-style-type: none"> Written Advertisement to Staff Ballot Staff Sign-in Sheets Voting Results: Ballot Count Summary Sheet

Florida School Recognition Program (A+ Funds) Checklist				
Kelli S. Blackburn, School Improvement Coordinator				
The following process must be successfully completed by February 1, 2025. Florida Statute 1008.36 states that, "If school staff and the School Advisory Council cannot reach agreement by February 1, the awards must be equally distributed to all classroom teachers currently teaching in the school." For clarification purposes, a classroom teacher is one who is assigned to a classroom with students on a daily basis.				
Action (not required in the order presented)	Required Documents (SAC Upload Center documents - provide for each meeting)	1st Meeting	2nd Meeting	3rd Meeting
School Advisory Council (SAC) Meeting		Date	Date	Date
Advocate meeting to all stakeholders at least three (3) full business/workdays prior to the meeting.	SAC Meeting Advertisement to all stakeholders - agenda, date, time and location of meeting.			
SAC meets to discuss and create ballot from stakeholders' proposals.	Evidence must show when completed at least three (3) full business/workdays prior to the meeting (Sign, school website, newsletter email, Facebook, etc.).			
Create written proposals in the form of a ballot which consist of 1 or 2 proposals and "None of the above" for the allocation of the funds. See vote at the bottom of the checklist.	SAC Meeting Sign-in Sheet			
Conduct a vote (only SAC committee members) to approve the ballot and record results of vote in the minutes.	Florida School Recognition Program (A+) Proposal and Ballot Count to provide as a ballot.			
A separate 100% sign-off of the total SAC membership must be used for voting to occur.	SAC Meeting Sign-in Sheet			
	For SAC members and guests			
General Staff Vote		Date	Date	Date
Advocate general staff vote (agenda 100% of all staff sign-off at least three (3) full business/workdays prior to voting).	Written Advertisement to Staff (agenda, proposal, date, time, etc.).			
Staff votes to accept ballot on the proposals.	Evidence must include purpose of vote (e.g., voting on Florida School Recognition Program (A+ Funds) distribution, copy of the approved 2024-2025 Florida Recognition Program (A+) ballot, date, time and location of the vote).			
Proposals with the majority of votes (51% or more) will be implemented.	SAC Meeting Sign-in Sheet			
If none of the proposal gets 51% or more of the vote, SAC members to restart the process.	All staff members that vote must sign next to their names on the staff roster (only signatures will be accepted).			
	Approved Ballot			
	A copy of the 2024-2025 approved Florida School Recognition Fund (ballot).			
	School Recognition Fund Ballot Count Summary Sheet 2024-2025			
	Each section of the form provided on our website must be completed and must have all the required signatures.			

Final Results Note: Please note, each school's total award is reduced by 1.7% for Single benefits as bonus payments that may be allocated for school employees. If awarded schools do not utilize the entire allocation for bonus payments, a "refund" on the 1.7% Single benefits that were deducted from the total award for non-voting participants will be provided. In your proposals, please account for the possible refunds to secure all funds are allocated.